

Corporate Headquarters
1100 Pontiac Court
Bushy Run Corporate Park
Export, PA 15632

West Coast Distribution
5530 South Arville Street
Suite L
Las Vegas, NV 89118

Central Distribution
14201 Sovereign Road
Suite 141
Fort Worth, TX 76155



Position: Marketing Coordinator - Retail
Department: Marketing
Job Status: Exempt; Full-time
Reporting to: Retail Channel Marketing Manager
Location: Export, PA

Karndean Designflooring is looking to hire a Retail Channel Marketing Coordinator to work out of our US Headquarters, located in the Pittsburgh suburb of Export, PA.

Summary

The Marketing Coordinator - Retail supports a broad range of marketing activities and contributes to creating brand awareness for Karndean's products and services among independent flooring retailers and consumers. Responsibilities will include contributing to and administrating marketing programs to support the growth and expansion of Karndean USA.

Responsibilities will include, but are not limited to:

- Assisting the Retail Channel Manager in coordinating marketing and merchandising support to the Karndean Designflooring independent retailer network.
- Creating display planograms, sales presentations, webinars and new product training materials.
- Acting as the first point of contact for residential leads and follows up on general inquiries.
- Ensuring that the internal cloud-sharing site is well-maintained and up to date with relevant channel information.
- Receiving, greeting and servicing Karndean Showroom consumer visitors, on an as-needed basis.
- Minimal travel required to conduct field research, including occasional travel with territory managers and attending national exhibitions.
- Coordination of other marketing projects and opportunities as assigned by the Retail Channel Marketing Manager.

Required Skills

- One year of experience in marketing, public relations or related field.
- Bachelor's degree in Marketing, Advertising, Communications or related discipline.
- Home/trade show, copywriting and building material industry experience is a plus.
- High level of experience with Microsoft Office; Word, PowerPoint, Excel, and Outlook.
- Experience with Microsoft Dynamics (Great Plains/CRM) is a plus.
- Excellent organizational skills with an attention to detail.
- Ability to prioritize tasks in a fast-paced environment.
- Must be able to work and think independently.
- Must be an energetic team-player and a self-starter.
- Ability to offer a high level of customer service.

